


Rescind VACANCY NOTICE Rescind

For opportunities in RHODE ISLAND STATE GOVERNMENT

CS-376
Rev.9/93

DESCRIPTION OF POSITION	TITLE OF POSITION: <u>Information Services Technician I</u>		CLASSIFICATION CODE: <u>02422300</u>		
	SALARY RANGE <u>316 28147-30677</u>		REFERENCE POSITION NO: <u>1137-50100-50</u>		
	Health <u>Family Health</u>		APPLICATION PERIOD: <u>3/31/04-4/6/04</u>		
	DEPARTMENT OR AGENCY NAME <u>DIVISION/SECTION/UNIT</u>				
	ASSIGNMENT(S) COMMENTS : _____				
GENERAL INFORMATION TO CANDIDATE	SHIFT AND DAYS: _____ <u>3 Capitol Hill, Providence</u>				
	RESTRICTIONS/LIMITATIONS: <u>Ltd. Federal Funding 9/30/04, Ltd. LTPS 9/19/04</u>				
	POSITION COVERED BY COLLECTIVE BARGAINING UNIT YES <u>X</u> NO _____				
	NAME OF BARGAINING UNIT <u>Council 94</u>				
	THERE IS <u>IS NOT</u> X A Civil Service List for this position. SEE A/B FOR SPECIFIC INSTRUCTIONS.				
STATEMENT OF DUTIES	INSTRUCTIONS. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the File Position Title and number. Most important- Please include the following information: <ul style="list-style-type: none"> <i>The title of the position for which you are applying.</i> <i>The title of your present position and date you entered it.</i> <i>Date you entered State service.</i> <i>Name of department where you are currently employed.</i> <i>Your business telephone number.</i> <i>Present Union Affiliation ***</i> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>A. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not to be in the class position. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letter "N.A." for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>B. AMERICAN WITH DISABILITIES ACT:</p> <ul style="list-style-type: none"> Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMODATION, then the individual shall not be considered unqualified for the position. MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the American with Disabilities Act (ADA). 				
	MINIMUM EDUCATION & EXPERIENCE	DUTIES / RESPONSIBILITIES: Responsibilities include performance of tasks within the Vaccine Unit of the Immunization Program to assist the Vaccine Manager with achieving and maintaining >95% vaccine accountability of over 500,000 doses of vaccine annually. Task include the annual enrollment of physician practices and community health centers into the state supplied vaccine usage reports; developing inventory reports and recommendations for vaccine monthly allotments and by maintaining the calculation, billing, follow-up, and data system for restricted receipts account based on annual insurance assessments of over 4 million dollars. This person will report to the Vaccine Manager of the RI Immunization Program.			
		EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Graduation from a senior high; and employment in a position providing information to the public or employment in a clerical position involving the use of computer equipment and software. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.			
		WHERE TO APPLY Apply within the application period as shown on this announcement. NOTE: Some state union contracts allow a 3-day grace period for receipt of CS-14 application or bid. This office does not assume responsibility for applications sent through the mail.			
		SEND RESUME OR CS-14 APPLICATION TO: Kathy Guadagno Office of Health Personnel 3 Capitol Hill, Room 402 Providence, RI 02908		Telephone # <u>222-2265</u> Fax # <u>222-1256</u> TTD# <u>1-800-745-5555</u> (Hearing/Speech Impaired)	
					

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER